

APPROVED



Summit Academy Charter School

Minutes

August Board Meeting

Date and Time

Tuesday August 15, 2023 at 6:00 PM

Location

Summit Academy Charter School
27 Huntington Street
Brooklyn, NY 11231

Trustees Present

A. Young, C. McCants (remote), M. Bernard, V. Connelly (remote)

Trustees Absent

A. Murray, K. Montgomery, L. Almonte, M. Nieves, S. Pérez-Sadler

Guests Present

Caroline Kim (remote), Gustavo Leppe (remote), Juned Haque (remote), M. Spencer-Edwards, N. Campbell, Nicole Harris (remote), Nishaht Misra (remote), Raisa Schwanbeck (remote), S. Handshaw, Tremain Price (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Bernard called a meeting of the board of trustees of Summit Academy Charter School to order on Tuesday Aug 15, 2023 at 6:21 PM.

C. Approve Minutes

A. Young made a motion to approve the minutes from June Board Meeting on 06-27-23.

V. Connelly seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Academic Excellence

A. Principal's Report

Personnel

Vacancies

- 1HS Global I and II- new hire?
- 3 SPED (2 HS and 1 MS) 3 upcoming interviews
- 2 ENL Teacher
- 1- HS Math Teacher- 1 new hire? 3 upcoming interviews
- MS Guidance Counselor- new hire? 2 upcoming interviews
- 1 HS Spanish teacher

Recruitment

- **The summer was spent recruiting at various sites.**
 - HRA Building on Bergen Street
 - Sunset Park (parks, schools)
 - Various shelters for Migrant Families
- **Athletics Coaches were charged with recruiting persons to play on their teams.**
- **Communicating with families who participated in the lottery**
 - Postcard mailing
 - Email and text message blasts
- A total of 41 new migrant middle schoolers have registered

Presentation of state assessment data: see report

Partnerships

- St. Francis informed us that they have a new Divisional Dean of Education. They have been asked to freeze all new partnerships so that everything can be reevaluated throughout the year. They cannot move forward at this time. There are many administrative changes at the school and they no longer have the ability to control partnerships on their own. No other information has been provided.

- The SFC Bridge Program identifies certain upper-level New York City high school courses as comparable to introductory college courses, and awards SFC credits to students who complete them. Students may then apply those credits directly towards SFC degrees or transfer them to other institutions, ensuring they arrive at college with some requirements fulfilled already, saving them time and money.
 - Summit Academy will offer Algebra II for juniors and seniors to earn college credit
 - The course costs \$280 per person
 - Scholars may apply for a scholarship to enroll in the course. Summit has budgeted to supplement the cost for up to 20 scholars.
 - This program will increase the number of scholars taking an upper level Math course, and improve our college readiness index.
 - Summit submitted our application to St. Francis and was accepted at the end of July.

III. CEI Work Scope

A. Work Plan

New Coaching Team

- Team led by Everette Hughs and Patricia Garcia
- Team has been working with Machael to design the coaching framework and set goals for the teaching staff
- Focus on teaching and learning and pedagogy.
- Plan to introduce a Reading Specialist

IV. Finance

A. Five Year Budget

The Five Year Budget is required for the renewal process.

- Numbers have been adjusted to reflect the level of recruitment efforts
- Need to add fundraising into the budget to balance the budget
- Added interest income that is being earned from the account the board approved a few months back
- Salaries reflect a 3-5% increase annually to have a close estimate
- With assumptions, there will be a small surplus each year

V. Connelly made a motion to accepted the Five Year Budget for the Renewal Application as it has been presented.

A. Young seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. MS Finance Analysis

The year end review shows a deficit of about \$560,000. While the deficit can be shown to favor HS, OTPS is not broken down by level so there is no way to determine where the monies were spent.

For the coming year, the numbers are more balanced based on current enrollment numbers.

V. Renewal Preparation

A. The Process

- We were given specific timelines for submission of pertinent documents for our renewal by Pasek Consulting. Our application will reflect our revised educational philosophy, adding sample schedules for each grade in high school to reflect the progression in a true college preparatory program. This will involve a shift in curriculum, updating/revising and adding new programs and course offerings, more impactful coaching and professional development as well as many other components.
- The new components will include, but are not limited to, an expanded and immersive 6-12 curriculum in Esports (developed by CEI) and STEM (Robotics, Coding, Engineering)
- Our commitment to welcoming new immigrants into our school with a nurturing and academically comprehensive ENL program that seeks to allow students to be integrated into general education classrooms through evidence based learning, assessments and social and emotional support
- Continuing focus of our athletics department and establishing evidence of academic and athletic success. (i.e., graduation rates, acceptance to Division I and II colleges and universities.
- Our focus will continue to be our college readiness index, instruction, data, social emotional learning, and assessment

VI. 15th Year Celebration

A. Celebratory Events

In honor of our 15th Anniversary, we will host a number of volunteer, fun, and FUNdraising activities. Each event is meant to celebrate an accomplishment as well as introduce more people to the Summit Family. You will hear about each of the planned events shortly. The goal is to have each person on staff volunteer to participate on a planning committee so that this is a team effort.

Summit Takes Back our Community

- **What:** Summit will facilitate a community-wide Day of Service. We will clean up Red Hook
- **Type of Event:** Service
- **When:** October 2023

Summit Takes Broadway

- **What:** Summit will host an evening at the theater and dinner in the City.
- **Type of Event:** Fundraiser
- **When:** November 2023

Summit Takes it to the Stage

- **What:** Summit will host the game show including scholars, staff, parents and community members.
- **Type of Event:** Fundraiser
- **When:** January 2024

Education Matters Gala

- **What:** Summit will host a Gala celebrating the school and honoring education pioneers from within the school and community.
- **Type of Event:** Fundraiser
- **When:** March 2024

The SACS Journey Commemorative Journal

- **What:** Summit will create a journal to celebrate key milestones in our school's history.
- **Type of Event:** Giveaway at Gala/Fundraiser
- **When:** March 2024

SACS Themed Birthday Party

- **What:** Summit will host a 90's themed Birthday Party. We will award prizes for the best dressed guests.
- **Type of Event:** Party/Fundraiser
- **When:** May/June 2024

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
N. Campbell